

### SCHOOL TRANSPORTATION SERVICES

The Peace River School Division provides school transportation service in accordance with the provisions of the Education Act, and the specifications outlined in this policy.

Students' safety and well-being remain the responsibility of parents and guardians prior to students boarding the bus at their designated pick-up point before the start of the school day, and at the end of the school day when students exit the bus at their designated pick-up point after the school day ends.

#### Specifically

##### 1. Permitted Passengers

- 1.1 Permitted passengers include all students residing within the Division's Transportation Service Areas as well as students residing within an area listed in a transportation service agreement made by the Division and employees of the Division. The transportation of all other student passengers is prohibited unless prior authorization is provided by the Secretary-Treasurer.
- 1.2 Division employees who wish to ride a bus between their residence and the school provided that:
  - 1.2.1 The bus is not required to deviate from its regular route; and
  - 1.2.2 There is seating available on the bus. The determination of available seating is subject to the interpretation of the Transportation Manager.

##### 2. Eligible Passengers

- 2.1 Eligible passengers include:
  - 2.1.1 Early Childhood Services (ECS) through Grade 12 students living within the corporate limits of an urban community and meeting the current eligibility distance requirements as outlined in the Alberta Education Funding Manual.
  - 2.1.2 ECS through Grade 12 students living in a rural community located outside the corporate limits of a town or village and meeting the current eligibility distance requirements as outlined in the Alberta Education Funding Manual.
  - 2.1.3 ECS through Grade 12 students with a severe disability/delay, as defined in the Alberta Education Funding Manual.
  - 2.1.4 Pre-K students attending the francophone school in Peace River who have received approval from the Transportation Manager and meet the current eligibility distance requirements as outlined in the Alberta Education Funding Manual.
- 2.2 The Transportation Manager may permit students residing less than the minimum eligibility distance from their designated school as outlined in the Alberta Education

Funding Manual to be transported by bus between their home and school, providing space is available on an existing route. This service may be subject to fees.

- 2.3 Each eligible passenger is allowed one designated pick-up point location and one seat on their assigned bus route.
- 2.4 Eligible passengers may be granted a second pick-up point, provided they receive prior written approval, for the purpose of:
  - 2.4.1 Attending childcare, provided the address of the childcare provider is within the student's assigned PRSD bus route. This accommodation is available to students in Kindergarten through Grade 6.
  - 2.4.2 Accommodating shared custody arrangements, provided the second residence is on a preexisting PRSD bus route.
- 2.5 The following second pick-up point may be granted to eligible passengers on a case-by-case basis, and are subject to fees:
  - 2.5.1 A childcare location for a student in Kindergarten through Grade 6 located at an address not within the student's assigned PRSD bus route but is within another preexisting PRSD bus route.

### 3. Ineligible Passengers

- 3.1 Students residing inside the corporate limits of a town or village and who do not meet the current eligibility distance requirements as specified in the Alberta Education Funding Manual may request transportation on a Division bus. If seating is available, these students may be granted permission to ride the bus, subject to:
  - 3.1.1 The student obtaining a bus pass by paying the fee established in the current Schedule of Rates. This provision shall not apply to students with a severe disability/delay, as defined in the Alberta Education Funding Manual.
- 3.2 ECS students desiring to be transported to and from school by the Division, and who are not eligible for transportation, may obtain a bus pass by paying a fee established in the current Schedule of Rates.
- 3.3 Bus passes will be issued by the Division Transportation Department. The collection of transportation fees will be facilitated through the Division's designated online payment system.
- 3.4 Should ineligible passengers arrange for transportation and then fail to pay the fee for a bus pass as set out in the Schedule of Rates, the Division reserves the right to withdraw transportation services until the appropriate fee is paid.
- 3.5 If an ineligible student in Kindergarten through Grade 6 applies to receive transportation service to the address of a caregiver located outside of the corporate limits of the town or village, and the address is within an existing PRSD bus route, the following shall apply:
  - 3.5.1 The student may be transported to the requested location or to the nearest pick-up point to the caregiver's address upon receipt of the appropriate transportation fees.

#### 4. Pick-up Services: Rural Pick-Up Points

- 4.1 Rural pick-up points are defined as the point where the approach to the rural property reaches the public road .
- 4.2 Eligible students may be required to walk up to 400 meters on a public road to a rural pick-up point, ensuring efficient bus routing.
- 4.3 If a school bus is required to turn around at a rural pick-up point, then gate service will be provided, subject to there being an appropriate space for the bus to turn around at the gate, and the road leading to the gate being maintained to a standard acceptable to the Transportation Manager
- 4.4 Buses are only to travel on a privately owned road (e.g. go into a farmyard) when:
  - 4.4.1 This is the only practical way to get the bus turned around.
  - 4.4.2 The Transportation Manager has specifically provided authorization to do so.
  - 4.4.3 There is no public road access to the home quarter of the student. In such instances the bus may travel on a private road up to the property line of the home quarter subject to:
    - 4.4.3.1 The property owner installing an appropriate space for the bus to turn around at the property line, and
    - 4.4.3.2 The private road being maintained to a standard acceptable to the Transportation Manager.

#### 5. Pick-up Service: Country Residential Pick-Up Points

- 5.1. Country residential pick-up points are defined as the designated location where students are picked up by the school bus within a country residential subdivision.
- 5.2 Eligible students may be required to walk up to 400 meters to reach a designated pick-up point, ensuring efficient bus routing.
- 5.3 Pick-up points will be located in areas that are appropriate for student safety and accessibility, as determined by the Transportation Manager.
- 5.4 The number of pick-up points in a country residential subdivision is calculated using the following formula: *(Total Roadway Distance within Subdivision ÷ (2 x Walk Limit) – Adjustment Factor of 100 meters = Number of Stops)*, where the walk limit is 400 meters and the adjustment factor is 100 meters, or 25% of the walk limit; the result is rounded up to the nearest whole number..
  - 5.4.1 Example: total roadway distance is 4,000m ÷ (2x400m) – 100m = 5.7 stops. This subdivision could have up to six (6) bus stops.
- 5.5 Additional pick-up points may be established if recommended by the Transportation Manager or designate, based on operational needs.
- 5.6 Pick-up points will be designated by the Division based on where school bus passengers live. Pick-up points may be adjusted as population changes occur within a country residential subdivision.
- 5.7 If school buses are required to enter a country residential subdivision, the roads must be adequate for safe travel and provide suitable turnaround points.

## 6. Pick-up Services: Urban Residential Pick-Up Points

- 6.1 Urban residential pick-up points are defined as the designated location where students are picked up within an urban municipal subdivision.
- 6.2 Eligible students may be required to walk up to 400m from their home address to a designated common pick-up point, ensuring efficient bus routing.
- 6.3 Pick-up points will be in areas that are appropriate for student safety and accessibility, as determined by the Transportation Manager.
- 6.4 Pick-up points will not be located within a school zone.
- 6.5 Pick-up points will be designated by the Division based on where school bus passengers live. These pick-up points may be adjusted as population changes occur within an urban residential subdivision.

Legal Reference: Section 7, 11, 33, 52, 53, 59, 68, 222, 225 Education Act  
Traffic Safety Act  
Commercial Vehicle Safety Regulation 121/2009  
Student Transportation Regulation  
Use of Highway and Rules of the Road Regulation 304/2002  
Vehicle Equipment Regulation 122/2009  
Funding Manual for School Authorities

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